TRANSCRIPT DESIGNATION AND ORDERING FORM

U.S. COURT OF APPEALS CASE NUMBER		U.S. DISTRICT COURT CASE	NUMBER
SHORT CASE TITLE			DATE NOTICE OF APPEAL FILED BY CLERK OF DISTRICT COURT
SECTION A - TO BE COMPLETED BY PART	Y ORDERING TRANSCRIPT		
HEARING DATE COURT REPORTER	R PROCEEDINGS		
	VOIR DIRE OPENING STATEME PRE-TRIAL PROCEEDINGS O	ENTS SETTLEMENT INSTRU	JCTIONS CLOSING ARGUMENTS JURY INSTRUCTIONS
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ATTACH ADDITIONAL PAGE FOR DESIGNATION	S, IF NECESSARY		
I do not intend to designate any p	portion of the transcript and will notify	y all counsel of this inten	tion.
	pro per), I request a copy of the trans ne prior to cancellation of this order.	script and guarantee pay	ment to the reporter of the cost thereof upon demand.
			ript at the expense of the United States has been, or nd payment for work done prior to cancellation of this
NAME, ADDRESS AND TELEPHONE NUMBER:		DATE TRANSCRIPT ORDER	RED:
			SIGNATURE ATTORNEY/PRO PER LITIGANT

THIS FORM IS DIVIDED INTO FIVE (5) PARTS. IT SHOULD BE USED TO COMPLY WITH THE FEDERAL RULES OF APPELLATE PROCEDURE AND THE LOCAL RULES OF THE U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT REGARDING THE DESIGNATION AND ORDERING OF COURT REPORTERS' TRANSCRIPTS.

PLEASE NOTE THE SPECIFIC INSTRUCTIONS BELOW. IF THERE ARE FURTHER QUESTIONS, CONTACT THE CLERK'S OFFICE, U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT AT (415) 556-9800

SPECIFIC INSTRUCTIONS FOR ATTORNEYS/PRO PER LITIGANTS

- 1. Pick up form from District Court Clerk's Office when filing the notice of appeal.
- 2. Complete **Section A**. Place additional designations on blank paper, if needed.
- 3. Send Copy One to District Court.
- 4. Send **Copy Four** to opposing counsel. Make additional photocopies, if necessary.
- 5. Send Copy Two and Copy Three to court reporter. Contact court reporter to make further arrangements for payment.
- Continue to monitor progress of transcript preparation.

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SHORT CASE TITLE	DATE NOTICE OF APPEAL FILED BY CLERK OF DISTRICT COURT
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I do not intend to designate any portion of the tr	anscript and will notify all counsel of this intention.
As retained counsel (or litigant in pro per), I requ I further agree to pay for work done prior to can	est a copy of the transcript and guarantee payment to the reporter of the cost thereof upon demand. cellation of this order.
	ate order authorizing preparation of the transcript at the expense of the United States has been, or delivered to the reporter. I agree to recommend payment for work done prior to cancellation of this
NAME, ADDRESS AND TELEPHONE NUMBER:	DATE TRANSCRIPT ORDERED:
	SIGNATURE
	ATTORNEY/PRO PER LITIGANT
SECTION B - TO BE COMPLETED BY COURT REPORTER	
I,SIGNATURE OF COURT REI	have received this designation.
Arrangements for payment were made on Arrangements for payment have not been made	
Approximate number of pages in transcript: Due Date:	

NOTE TO COURT REPORTER

Be sure to notify the court of appeals if suitable arrangements are not made and you do not intend to commence preparation of the transcript.

- 1. When designation is received, contact attorney regarding payment.
- Complete this copy and send to court of appeals in compliance with F.R.A.P. 11(b).
- 3. Complete and file **Copy Three** upon completion of the transcript.

TRANSCRIPT DESIGNATION AND ORDERING FORM

U.S. COURT OF APPEALS CASE NUMBER		U.S. DISTRICT COURT CAS	SE NUMBER
SHORT CASE TITLE			DATE NOTICE OF APPEAL FILED BY CLERK OF DISTRICT COURT
SECTION A - TO BE COMPLETED BY PARTY OF	RDERING TRANSCRIPT		
HEARING DATE COURT REPORTER	PROCEEDINGS		
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			cript at the expense of the United States has been, or end payment for work done prior to cancellation of this
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NAME, ADDRESS AND TELEPHONE NUMBER:		DATE TRANSCRIPT ORDE	ERED:
			SIGNATURE
			ATTORNEY/PRO PER LITIGANT
SECTION C - TO BE COMPLETED BY COURT R			
When the transcript is filed, complete this without this completed form.	copy and submit it to the U.S. Dis	strict Court with the comp	pleted transcript. District Court will not file the transcript
·			
Date Transcript Filed:			COLURT DEPORTERIS SIGNATURE
SECTION D - TO BE COMPLETED BY U.S. DIST	RICT COURT CLERK		COURT REPORTER'S SIGNATURE
I certify that the record is available in the			
		BY:	
U.S. DISTRICT COURT CLERK	Date		DEPUTY CLERK

This copy is the **CERTIFICATE OF RECORD**. It should be transmitted to the court of appeals by the district court clerk when the transcript is filed and the record is complete in the district court.

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		preparation of the transcript at the expense of the United States has been, of er. I agree to recommend payment for work done prior to cancellation of this
NAME, ADDRESS AND TELEPHONE NUMBER:		DATE TRANSCRIPT ORDERED:
		SIGNATURE
		ATTORNEY/PRO PER LITIGANT

SERVICE COPY FOR OTHER PARTIES TO CASE

A COPY OF THIS PAGE MUST BE SERVED ON ALL PARTIES TO THE CASE. PHOTOCOPY IF NECESSARY

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SHORT CASE TITLE	DATE NOTICE OF APPEAL FILED BY CLERK OF DISTRICT COURT
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NAME, ADDRESS AND TELEPHONE NUMBER:	DATE TRANSCRIPT ORDERED:
	SIGNATURE ATTORNEY/PRO PER LITICANT

FILE COPY FOR ORDERING PARTY